



Lewistown JSEC
Meeting Minutes
October 4, 2012

Prepared by Kristin Rutten, JSEC Coordinator

In Attendance

Oscar Cantu	Jeff Evans	Steve Phillips	Kristin Rutten
Lauri Tognetti	Stephen Taylor		

Absent

Terri Hall	Roy Jones
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Previous Month's Meeting Minutes

Steve moved to approve the meeting minutes for September 13, 2012. Jeff seconded. Motion carried.

Treasurer's Report

Stephen expressed difficulties with utilizing the JSEC Quicken program to meet the reporting needs of the group as the software was designed for individual use rather than non-profit or business use. He suggested his employer, Montana Fiberglass, could donate an older no-longer-used copy of Quickbooks for our use. Steve moved we make the switch to Quickbooks, pending approval of the donation from Montana Fiberglass. Jeff seconded. Motion carried.

Stephen noted our current account balance is \$3,518.92. The final cost of the promotional notebooks was \$377.87.

JSEC Coordinator's Report

No report given.

Job Service Report

No report given.

Old Business

ABC Clinic Wrap-UP – Refund Policy: Kristin reported she did not find any documentation of an existing event registration refund policy in the past two years' meeting minutes. She made a motion to institute a no-refund policy for all event registrations and that this policy is to be stated on all registration materials for such events. Lauri seconded. Motion carried. It was determined during the discussion that situations in which an employer indicates more individuals will attend than actually do attend on the day of the event (for instance, registering 6 attendees but only 5 actually attend) and that same employer does not pay for the registrations until the time of attendance or later will be handled by the committee on a case-by-case basis regarding total number of registrations to be assessed.

New Member Recruitment: Members shared the following names of potential new members they would be willing to contact, share information about JSEC, and invite to a future meeting:

Kristin – Karen Sweeney, Snowy Mountain Development Corporation

Oscar – Margaret Caldwell (as a member or perhaps could refer a fellow employee in her place), CMMC

Jeff – Brenton Melton, Basin State Bank; Brandon Bantz, CPA

Lauri – Keith Conroy, Mary Wertz, Sally Huber and/or Joe Irish, real estate agents; Gary Barta, appraiser.

Steve – Tim Robertson, Century Companies (either him or one of his employees, such as Tracy Hodik); Shelly Gertge, The Coffee Cup

Future Workshop Ideas: Kristin shared information on the types of workshops & seminars available from the Professional Development Center (PDC) in Helena and a 45-minute safety presentation by Fred Miller. She has also visited with Kathie Bailey at Snowy Mountain Development Corporation, who indicated SMDC would be interested in co-sponsoring a marketing workshop with JSEC involving the AD Creative Group from Billings. Kristin also shared information about upcoming presentations in Montana by Steve Beck, who will be in Hamilton, Stevensville and Billings at the end of October. The Customer Service seminar Mr. Beck provided for us several years ago was well received, and because of the cost involved, required sponsorships & cooperation from area businesses. Lauri indicated the Yogo Inn has expressed interest in helping to sponsor a return visit. After some discussion, the group agreed it may be too short a timeframe to try to add a Lewistown stop during the October visits and that a date after January 1st would be more feasible. Steve made a motion that we move forward with pursuing Steve Beck as our next presenter. Jeff seconded. Motion carried. **Kristin** will make contact with Mr. Beck prior to the next meeting to determine availability and cost estimates. **Steve** will explore the possibility of Hi Heat helping to sponsor the event, along with the Yogo Inn and any other sponsors we can recruit.

Meetings Dates: After discussing whether a new regular meeting date is needed, the group consensus was to maintain *noon on the second Thursday of each month* as our regular meeting time & date, but adjust as needed on a month-by-month basis to accommodate Job Service scheduling issues so that either Kristin (JSEC Coordinator) or Roy (Job Service Manager) is able to attend each meeting.

New Business

Attendance Issues: Terri was unable to attend the meeting and asked that the group consider whether we would like her to remain on the committee. The consensus was that she should remain a member of the committee because 1) she has consistently notified us of anticipated absences, and 2) she makes an effort to stay apprised of the group's decisions and activities when she is unable to attend.

MSEC Update (Brochures): Oscar suggested that adding a photo of the committee engaged in some sort of activity would help to personalize the JSEC brochure. Steve suggested that face-to-face contact with potential JSEC recruits is more important/beneficial than adding a photo. Jeff questioned whether the names of current members should remain on the brochure because they can easily become outdated. Kristin mentioned that additional color on the brochure results in added costs to Job Service to print it. It was decided to table making any changes for now, but to make an effort to take photos of future events for possible use.

The meeting adjourned at 1:10 p.m. The next meeting is scheduled for Thursday, November 1st at noon at the Lewistown Job Service.